

Date: [Date]

To: [Tenant Name]

Forwarding Address: [Tenant Forwarding Address]

City, State, Zip: [City, State, Zip]

RE: Notice of Outstanding Balance for [Rental Property Address]

Dear [Tenant Name],

This letter is to inform you that following your move-out on [Move-Out Date], an inspection of the premises and a review of your account have been completed. Our records indicate that there is an outstanding balance due on your account in the amount of **[\$[Total Amount Due]**.

A breakdown of the charges is as follows:

- **Unpaid Rent:** \$[Amount]
- **Late Fees:** \$[Amount]
- **Cleaning Charges:** \$[Amount]
- **Repair/Damage Charges:** \$[Amount]
- **Other Fees ([Description]):** \$[Amount]
- **Less Security Deposit Held:** -(\$[Amount])

Total Balance Owed: \$[Total Amount Due]

Please remit payment in full by [Due Date]. Payment can be made via [Payment Method, e.g., online portal, check, or money order].

If payment is not received by the date specified above, we may be forced to refer this matter to a collection agency or pursue legal action to recover the debt, which may impact your credit rating.

If you have already sent your payment or believe there is an error in this statement, please contact our office immediately at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Property Manager Name]

[Company Name]

[Phone Number]